

Formal but urgent credit request for immediate needs

Subject: Urgent Request for Credit Facility

Dear [Bank Manager's Name],

I am writing to urgently request the provision of a short-term credit facility for [Company Name] due to immediate working capital requirements. A facility of [amount] is needed to manage [specific urgent need, e.g., supplier payments, payroll, emergency expenditures].

All relevant financial documents, including recent bank statements and accounts, are attached for your review. We kindly request expedited consideration and would greatly appreciate your prompt response.

Sincerely,

[Your Name]

[Position]

[Company Name]

[Contact Information]

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